

# Personnel Issues & You

UPPS Newsletter 2007-2

February 2007

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## Message From the Director:

### Mandatory Reorganization Training:

On **Thursday, March 15, 2007** and **Tuesday, March 20, 2007** from 8:30 a.m. until 11:00 a.m. the Personnel Cabinet's Division of Employee Management along with the Governor's Office for Policy Management will be conducting Cabinet/Agency Reorganization training for all state agencies. This training will cover all aspects of the reorg process as outlined in Chapter 7 of the P1 Manual. We have made a couple of changes to the requirements of the reorg packets, the forms required for reorgs as well as a few other minor changes that everyone will need to be made aware of. This training will take place at the Personnel Cabinet's Training Room located at 801 Teton Trail.

It is REQUIRED that each agency send a minimum of one merit employee to one of these training sessions. To register for this training, please email Stephanie Carpenter at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov) no later than **Friday, March 2, 2007**.

Thank you in advance for your participation!



## Processing & Records

**\*New Nature of Action Code- Y36 (Retirement/Accepted with Prejudice):** Is now available for use.

**\*CICS Training Reminder:** To those of you who registered for this training, this is just a reminder that it will be conducted on **Wednesday, February 21, 2007** in the Personnel Cabinet's training room at 801 Teton Trail from 8:30 a.m. until 12:00 p.m. We will be sending out training confirmations closer to the training date. Please contact Stephanie Carpenter at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov) if you have any questions.

Commissioner  
Carla Hawkins  
Department for Personnel  
Administration

Secretary  
Brian J. Crall  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

# Payroll

## Adverse Weather:

Over the last few months we have been working diligently with many agencies to clear outstanding adverse weather balances. However, there are currently agencies that still remain on the PERUPPDQ\* report. We are aware that many of these balances remain due to employee resignations, transfers, P1 leave as well as failure to simply remove them from the report. Regardless of the reason, we do insist that all balances are checked into and that they be cleared immediately (unless that employee is on leave).

Please refer to Chapter 8H (921 Transactions) page 8.36 of the Payroll Manual for instructions on how to enter adverse weather used and/or adverse weather made-up. Please remember that when an employee uses Adverse Weather it should be reflected on their timesheet (PTL) with a position (+) number and when made-up it should be reflected on the POT screen as a negative (-) number.

## As a reminder:

Each incident that requires an employee's use of Adverse Weather shall only be given 4 months to be made-up. At the end of the 4 months, this balance must be deducted from the employee's annual and/or comp time balance. An employee that does not have sufficient annual/comp time to be deducted from will be given leave without pay (LWOP).

**NOTICE:** Beginning April 2007, the Personnel Cabinet's Division of Employee Management will begin sending out quarterly notices reminding payroll officers/staff to check and deduct (if necessary) any balances that have exceeded their 4 month grace period. It will no longer be allowed that balances are left and then deducted at years' end.

\* The PERUPPDQ report is available on RDS/Document Direct. If you do not currently have access to this report please request that your immediate supervisor contact Gail Cooper or Greg McGaughey to have your access set-up. This report is available after each payroll cycle.

## Current Payroll Schedules for February and March:

February 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 JAN 16-31 Manual pay & health ins. update	2 JAN 16-31 Manual pay & health ins. update	3
4	5 JAN 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 JAN 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 JAN 16-31 No Update	8 JAN 16-31 No Update	9 JAN 16-31 Update/ health ins.	10
11	12 JAN 16-31 Update/ health ins.	13 JAN 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 JAN 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 JAN 16-31 <b>PAYDAY</b> Manual pay & health ins. update For <b>FEB 1-15</b>	16 FEB 1-15 Manual pay & health ins. update <b>ACTIVATE DUES FOR UTILITY #'s</b> 4003, 4008, 4020	17
18	19 FEB 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 FEB 1-15 Manual pay Update. Files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 FEB 1-15 No Update	22 FEB 1-15 Update/ health ins.	23 FEB 1-15 Update/ health ins.	24
25	26 FEB 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 FEB 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	28 FEB 1-15 No Update  <b>PAYDAY</b>			

## March 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 FEB 16-28 Manual pay & health ins. Update <b>ACTIVATE DUES FOR UTILITY #'s 4010, 4012, 4025</b>	2 FEB 16-28 Manual pay & health ins. update	3
4	5 FEB 16-28 Manual pay & health ins. Update Last day p1's can be approved for payroll.	6 FEB 16-28 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 FEB 16-28 No Update	8 FEB 16-28 No Update	9 FEB 16-28 Update/ health ins.	10
11	12 FEB 16-28 Update/ health ins.	13 FEB 16-28 Update/ health ins. Last day p1's can be approved for supp payroll	14 FEB 16-28 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 FEB 16-31 No Update <b>PAYDAY</b>	16 MAR 1-15 Manual pay & health ins. update <b>INACTIVATE DUES</b>	17
18	19 MAR 1-15 Manual pay & health ins. update	20 MAR 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 MAR 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	22 MAR 1-15 No Update	23 MAR 1-15 No Update	24
25	26 MAR 1-15 Update/ health ins.	27 MAR 1-15 Update/ health ins.	28 MAR 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 MAR 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	30 MAR 1-15 No Update <b>PAYDAY</b> END OF QUARTER	31

## Classification & Compensation

We would like to take the opportunity to announce the newest member of the Classification and Compensation Branch family: Dawn Moreland. Dawn transferred to us from CHFS on February 1<sup>st</sup>! We are very excited to have her with us!

## Department for Employee Insurance

News from the Enrollment Information Branch....

We hope all of you are enjoying more freedom using the Web Enrollment System! You can now enroll new employees and enter their health insurance elections. You may also update addresses and phone numbers, terminate coverage for employees and review company statistics online. Please remember that when you enter information on the Web Enrollment System, you do not need to send a paper copy to the Enrollment Information Branch (EIB). In addition, please reserve faxing information to EIB for emergency access to care issues only. To verify receipt of your fax, we encourage you to contact a staff member in EIB (502-564-1205) prior to sending the fax and request the staff member to follow-up with a phone call upon receipt.

It is also important to note that all other paper applications, update forms, etc. should be mailed to EIB with a Transaction Log Sheet. A copy of the Transaction Log Sheet is sent back to you from our office as confirmation that we have received your documents.



# **PERSONNEL CABINET TELEPHONE LISTING, FEBRUARY 2007**

**OFFICE OF THE SECRETARY, SUITE 516, (4-7430)**  
**Secretary Brian J. Crall**  
**Deputy Sec. Wayne Harman, x 4003**  
 Amy Andrews, x 4060  
 Sonja Cox, x 4011  
 Amanda Reid, x 4010

**OFFICE OF ADMINISTRATIVE SERVICES**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**ADMINISTRATIVE SERVICES (4-7409)**  
**Burr Lawson, x 4008**  
 Suzette Gash, 4-7409, x 4024  
 Scott McKenzie, 4-0198, x 4037  
 Vacant, x 4186  
**Walt Gaffield, x 4021**  
 Rachel Jackson, x 4025  
 Sherry Kefauver, x 4022  
 Elinda Manley, x 4023

**OFFICE OF LEGAL SERVICES**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**RM 501 (4-0358)**  
**Tom Stephens, x 4004**  
 Sue Britton, x 4020  
 Anne Burnham, x 4005  
 Joe Cowles, x 4081  
 Vacant, x 4088, 4006, 4078, 4237

**OFFICE FOR EMPLOYEE RELATIONS**  
**EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)**  
**Robert Schmidt, x 4087**  
**Mary Hook, x 4093**  
 Clyda Henderson, x 4086  
 Scott Gasser, x 4100  
 Lee Cowherd x 4090

**DIVISION OF EMPLOYEE BENEFITS**  
**DIRECTOR'S OFFICE (4-3433)**  
**SUITE 511 (4-3433)**  
**Bill Patrick, x 4104**  
**WORKERS COMPENSATION SUITE 511 (4-6847) 888-860-0302**  
 Jeffrey Hockensmith, x 4099  
 Matthew Hutcherson, x 4095  
 Valerie McGraph, x 4098  
 Paula Spicer, x 4103  
 Melissa Tillman, x 4096  
 Vacant, x 4097  
**LIFE INSURANCE ROOM 503 (4-4774) 800-267-8352**  
**Sharon Spencer, x 4111**  
 Gaye Adcock, x 4105  
 Michele Ellis, x 4106  
 Melinda Giles, x 4184  
 Joe Hughes, x 4107  
 Jeri Payton, x 4109  
 Kim Quinn, x 4110  
 Scan Room, x 4108

**RETURN TO WORK (4-0348)**  
**Donna Shelton, x 4101**  
 Vickie Smitha, x 4102  
**DIVISION OF EMPLOYEE SERVICES & RECOGNITION**  
**DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463**  
 Darlene Stewart, x 4094  
**EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327**  
**Mary Jane Cowherd, x 222**  
 Zack Culver, x 225  
 Trina Jennings, x 223  
 Kim Ramsey, x 224  
 Rebecca Waddle, x 221  
**WORKPLACE RELATIONS Linda House Patrick, x 4092**  
 Tina Goodmann, x 4188  
**EMPLOYEE RECOGNITION Debbie Bohannon, x 4000**  
 Mandi Flynn, x 4089

**OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**  
**@ Kentucky State University, 400 East Main Street**  
**Academic Services Bldg - 4 W, Frankfort, KY 40601**  
**Main Number: 502/564-8170 or 564-7455**  
**EXEC DIR'S OFFICE**  
**Penny Armstrong, x 240**  
**Esteva Caise Dragg, x 224**  
 David Finley, x 256  
 Kambe Lattimore, x 257  
 Jamille Smith, x 238  
 Wes Swarner, x 227  
**ADMINISTRATIVE, CONSULTING & LEARNING SERVICES**  
**Jeanne Olivas, x 243**  
 Kimberly Bynes, x 245  
 Wendy Campbell, x 235  
 Katy Cave, x 253  
 Stan Riley, x 237  
 Jon Samokar, x 254  
 Donna Simpson, x 223  
**PERFORMANCE MGMT (564-3090)**  
**Johnny Keene, x 225**  
 Regina Edington, x 259  
 Regina Gravitt, x 260  
 Vacant x 221, 233, 234, 236, 239, 241, 242, 247

**OFFICE OF COMMUNICATIONS**  
**EXEC DIRECTOR'S OFFICE (4-7430)**  
**Vacant, x 4007**  
 Keyana Best, x 4009

**OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES**  
**EXEC DIRECTOR'S OFFICE (573-0321)**  
**Mary Stoddard, x 234**  
**Neeke Parks Thompson, x 240**  
 Colene Elridge, x 241  
 Amy Ernest, x 236  
 Bruce Trent, x 230

**DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY**  
**Arthur Lucas, x 229**  
**DIVISION OF DIVERSITY RELATIONS**  
**Angela Elder, x 235**

**KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY**  
**105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667**  
**persdeferredcomp@ky.gov**  
**EXEC DIR'S OFFICE**  
**Robert C. Brown**  
 Pat Goodlett  
 Chris Helvey  
**INVESTMENT & RECORDS**  
**Sandi Whitaker**  
 Leanne Barger  
 Diane Collins  
 Amanda Hansel  
 Barbara Hedrick  
 Amy Mosby  
 Jody Overturf  
 Susan Pardi  
**PAYOUT COUNSELING**  
**Eric Simpson**  
 Julie Gordon  
 Julia Holbrook  
 Kelley Peach  
 April Smyth  
 Kristey Warfield  
**PARTICIPANT SERVICES**  
**Jean Henning**  
 Floyd Boler  
 Nida Clary  
 Carol Smith  
 Kathy Stroop  
 Donna Towles

**DEPARTMENT FOR PERSONNEL ADMINISTRATION**  
**COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)**  
**Carla Hawkins, x 4114**  
**Barbara Barnes, 4-6873, x 4228**  
 Michele Casebier, x 4113

**DIVISION OF EMPLOYEE MANAGEMENT**  
**DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)**  
**Mary Elizabeth Harrod, x 4115**  
**PROCESSING & RECORDS ROOM 531 (4-6873)**  
**Carolyn Bruce, x 4126**  
 Pam Brookman, x 4127  
 Lisa Case, x 4133  
 Sandra Darmeal, x 4129  
 Dena McGuire, x 4131  
 Mike Rice, x 4130  
 Paula Round, x 4128  
 Stephanie Carpenter, x 4116  
 Myrissa Patton, x 4226  
**CLASS & COMP 801 TETON TR (573-0318)**  
**Jim Lambert, x 222**  
 Peggy Brady, x 223  
 Carla Gray, x 225  
 Phyllis Harris, x 227  
 Vickie Hatchel, x 224  
 Dawn Moreland, x 233  
 Debbie Parido, x 232  
 Terry Sullivan, x 237  
 Mark Thompson, x 226  
 Vacant x 228, 229, 242

**PAYROLL, ROOM 535 (4-6883)**  
**Carol Kelen, x 4120**  
 Karen Blackburn, x 4122  
 Gail Cooper, x 4125  
 Shannan Goodrich, x 4118  
 Greg McGaughey, x 4185  
 Yvonne Richmond, x 4121  
 Vacant x 4119, 4124

**DIVISION OF STAFFING SERVICES**  
**DIRECTOR'S OFFICE, SUITE 517 (4-6920)**  
**Georgianne Reynolds, x 4180**  
 Rebecca Billings, x 4135  
 Mary Greenwell, x 4134  
**APPLICANT PROCESSING (4-8030)**  
**Denise Jones, x 4139**  
 Ashley Dezarn, x 4141  
 Denise Driver, x 4138  
 Becky Schell, x 4143  
 Amanda Sewell, x 4142  
 Robin Smith, x 4140  
 Flo Warner, x 4157  
 Theresa Wood, x 4182  
**STAFFING ANALYSIS (4-6702)**  
**Marina Alford, x 4169**  
 Kim Arington, x 4173  
 Katharine Barber, x 4170  
 Stuart Clark, x 4171  
 Roger Riddell, x 4175  
 Kevin Shipp, x 4174  
 Peggy Smith, x 4176  
 Vacant, x 4136, 4137, 4144, 4149, 4159, 4162, 4177, 4178, 4179, 4221  
 Dorothy Burton (Staffing Services Receptionist), x 4013

**EMPLOYMENT COUNSELING (4-8030)**  
**Karen Neeley, x 4153**  
 Shona Alderson, x 4145  
 Claude Anderson, x 4158  
 Scotty Barker, x 4146  
 Linda Brown, x 4150  
 Rick Davis, x 4148  
 Carolyn Gray, x 4147  
 Galen Linville, x 4154  
 Marilyn Marshall, x 4151  
 James Mason, x 4152  
 Rose Nipp, x 4155  
 Tracy Young, x 4156  
**REGISTER, (4-6922)**  
**Kay Wallace, x 4167**  
 Roberta Brownlee, x 4160  
 Cheri Chambers, x 4165  
 Sharen Fogle, x 4163  
 Kay Goodwin, x 4164  
 Sharon Smith, x 4166  
 Lucy Wheeler, x 4168

**DIVISION OF HUMAN RESOURCE PROJECTS**  
**150 FAIR OAKS LANE (4-4690)**  
**DIRECTOR'S OFFICE**  
**Brenda Brown, x 4172**  
 Randy Denney, x 4117  
**SPECIAL PROJECTS**  
**Kimberly Roush, x 4212**  
 Tonya Brown-Bates, x 4208  
 Kimberly Hatter, x 4194  
 Lisa Jeffrey, x 4123  
 Robbie Perkins, x 4210  
 Neil Popplewell, x 4214  
 Vacant, x 4199, 4201, 4205  
**SYSTEMS MANAGEMENT (ROOM 529, 4-0198)**  
**Lisa Rowe, x 4032**  
 Brad Atkinson, x 4027  
 Chris Cunningham, x 4029  
 George Gamble, x 4030  
 Travis Humphries, x 4031  
 Jason Ritter, x 4034  
 James Ross, x 4036  
 Susan Stinnett, x 4033  
 Jeff Swinford, x 4028  
 Beverly Wilhoite, x 4035  
 Computer Room, x 4040, 4041, 4042, 4043, 4181  
 Vacant x, 4037, 4189  
**HRIS PROJECT**  
 Carrie Cottew, x 4202  
 Marcus Deaton, x 4203  
 Latonia Dooley, x 4200  
 Michele Kays, x 4017  
 Dera Lindsay, x 4218  
 Beth Rangel, x 4216  
 David White, x 4217  
 Richard Gee, x 4132  
 Randy Meek, x 4196  
 Connie Page, x 4215  
 Mitt Salvaggio, x 4198  
 Glen Tuggle, x 4197

**DEPARTMENT FOR EMPLOYEE INSURANCE**  
**COMMISSIONER'S OFFICE, ROOM 501 (4-0358)**  
**Christine Wilcoxson, x 4047**  
**Eric Poston, x 4048**  
**Betsy Johnson, x 4073**  
 Sharley Hughes, x 4049  
 Tammy McNew, x 4051  
**Wellness Works Kentucky (4-0358)**  
**Christy Brooks, x 4046**

**DIVISION OF INSURANCE ADMINISTRATION**  
**DIRECTOR'S OFFICE, ROOM 503 (4-0358)**  
**Reina Diaz-Dempsey, x 4074**  
**MEMBER SERVICES ROOM 502 (4-6534) 888-581-8834**  
**Donna Cordier, x 4075**  
 Christie Burkhead, x 4236  
 Sharon Gilbert, x 4234  
 Merla Graves, x 4050  
 Mae Green, x 4061  
 Clara Serafini, x 4233  
 Sandra Shelton, x 4044  
 Hannah Stanfield, x 4059  
 Cindy Dempsey, x 4052  
 Jerry Jones, x 4057  
**ENROLLMENT INFORMATION ROOM 503 (4-1205)**  
**Nancy Knight, x 4076**  
 Sherry Davis, x 4235  
 Julia Hughes, x 4072  
 Lynn Jones, x 4083  
 Manatha Kotha, x 4183  
 Philip Luckett, Sr., x 4080  
 Teresa Shipley, x 4084  
 Jeffrey Wiley, x 4067  
 Christina Winans, x 4085  
 Scan Room, x 4079

**DIVISION OF FINANCIAL & DATA SERVICES**  
**DATA ANALYSIS (4-7101)**  
**Chandra Venetozzi, x 4070**  
 Paula Chisholm, x 4190  
 Bob Murphy, x 4191  
 Cindy Stivers, x 4053  
 Vacant, x 4069, 4239, 4063, 4072, 4077, 4232  
**FINANCIAL MANAGEMENT (4-9097)**  
**Cindy Thomas, x 4002**  
 Lori Elder, x 4065  
 Debbie Fraley, x 4231  
 Beth Gebhart, x 4056  
 Sabrena Hockensmith, x 4230  
 Lea Howard, x 4066  
 Lisa Momenpour, x 4055  
 Shellie Ott, x 4062  
 Alexa Perry, x 4187  
 Brenda Roark, x 4071  
 Jonathan Smith, x 4054  
 Irma Turner, x 4068  
 Brenda Wilson, x 4058



# PERSONNEL CABINET TELEPHONE LISTING, FEBRUARY 2007

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU) .....	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503) .....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503) .....	FAX 564-4034
Member Services Branch (Suite 502) .....	FAX 564-0364
Personnel Administration (Rm 530) .....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5826
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529).....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Janitorial Staff – 200 Fair Oaks .....	564-7409, x 4039